



Job Title	Superintendent of Solid Waste & Recycling
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Superintendent of Solid Waste & Recycling plans, organizes, and directs the solid waste, recycling, and materials processing and the daily operation of the Recycling Transfer Station (RTS).

Supervision

Received	Assistant Director of Public Works / Operations
Exercised	All personnel in the Recycling and Solid Waste Division

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Plans, directs, and organizes the work of the Solid Waste & Recycling Division within the DPW, including recycling, solid waste, yard waste, the pay-as-you-throw (PAYT) program, operational planning, facility and equipment maintenance, recordkeeping, and the procurement of solid waste and recycling transportation services.
- Oversees the periodic inspection, monitoring and reporting related to the Town's closed landfill; develops, implements and promotes the Town's recycling master plan and program for Town residents and Town offices and facilities; ensures compliance with MA Department of Environmental Protection (MassDEP) "waste ban" regulations.
- Prepares monthly solid waste and recyclables processing reports; prepares annual MassDEP solid waste facility, recycling and composting reports; assists in the fee setting process; oversees or conducts activities related to the municipal recycling incentive program (MRIP).
- Develops, recommends, and implements division policies and procedures and ensures compliance with relevant local, state, and federal health and safety standards.
- Provides professional development opportunities, as needed, appraises performance, and ensures the quality and quantity of work performed by division personnel.
- Recommends changes in status and compensation of personnel; resolves grievances within the division; oversees preparation of payroll and related personnel matters.

- Prepares and submits the division budget; monitors and authorizes expenditures; processes payments; compiles data in order to draft reports or make submissions to relevant regulatory agencies.
- Coordinates activities with other DPW divisions and municipal departments to ensure the safety and efficiency of operations and completion in a timely manner. Work involves night and weekend availability.
- Obtains and maintains appropriate equipment for personnel in coordination with DPW leadership; observes equipment in operation and evaluates efficiency and performance under operating conditions; recommends modifications, replacements, and purchases; maintains an inventory of relevant materials for division operations.
- Attends various multiple-member body meetings, regional meetings, and public hearings as necessary to present technical information and to respond to inquiries, requests, and complaints from residents, businesses, and the general public.
- Attends training seminars for the purposes of continuing education to disseminate occupational best practices to division personnel.
- May be required to assist in the coordination of projects in other divisions and functional areas of the DPW, such as snow or other emergencies.
- Performs other related job duties as required.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in business, public administration, or related field.
- 4 to 6 years of related experience.
- Valid driver's license.

Beneficial, but not Required Qualifications:

- CDL A or B

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Safe and effective operation of public works equipment, machinery, vehicles, hand and power tools. • Department safety practices regarding the use of department vehicles and equipment. • Municipal geography and street locations. • Thorough knowledge of best practices in solid waste, recycling, and yard waste management. • Snow and ice control techniques.
Ability to	• Read and understand technical documents and reports. • Communicate effectively and deal professionally with others. • Plan, assign, and supervise the work of division personnel.

	• Establish and maintain effective and harmonious relationships with employees, municipal officials, the public, and others. • Prepare and administer division budgets and to prepare management reports.
Skill in	• Excellent management and leadership skills. • Public relations skills. • Time management skills. • Developing policies and procedures in order to accomplish goals.

Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative work in an office environment; work outside of the office may involve exposure to conditions such as uneven terrain, confined spaces, heights, hot or cold temperature extremes, wetness and humidity, dirt/dust, grease, toxic agents, fumes, intense odors, vibrations, electrical currents, heavy machinery, unkept residences, and loud noises.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; when out of the office, stands or walks for extended periods and applies agility and physical strength to move in or about construction sites or over rough terrain.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; reviews detailed information displayed on a computer screen.
- Must be able to lift and/or move up to and including 100 pounds, utilizing proper body mechanics and techniques.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer